

MEMORANDUM

TO: ADOT State Engineer's Office, Bridge Group, Contracts and Specifications, Construction Group, District Offices, Engineering Consultants Section, Local Public Agency Section, Materials/Pavement Group, Roadway Group, Statewide Project Management Group, Traffic Group, Urban Project Management

FROM: Project Resource Office

DATE: January 15, 2015

RE: Post Design Procedure Change to Procure Consultant Services for Post Design Work

The purpose of this memo is to provide project managers with an efficient and timely process to procure a consultant for Post Design Services (PDS) work.

This procedure is to be implemented as of January 15, 2015 to ensure that Consultant Services for Post Design is under contract prior to the Preconstruction Conference and NTP is given to the consultant a month prior to the award of the construction contract. This procedure will eliminate the need for an Advanced NTP. Our consultant partners will be notified concomitantly through the American Council of Engineering Companies (ACEC) of Arizona.

Project managers are to follow the process outlined below:

1. PM requests consultant to provide hourly rates, overhead rates, and classifications for PDS and submits to ECS for review and negotiation.
2. Design team/Consultant prepares a detailed Post Design Services cost estimate based on tasks expected for the project and includes this cost as a below the line item lump sum amount in the Final PS&E estimate^a.
3. PM sends the PDS estimate to the Construction Group for review and approval.
4. PM submits Final PS&E package to C&S.
5. Consultant submits PDS estimate and backup information to PM.
6. C&S prepares recap sheet, including lump sum amount for PDS.
7. C&S requests funding authorization from FHWA.
8. C&S notifies PM once funding request is authorized.
9. PM submits contract modification request form to ECS, including a copy of the FHWA construction authorization, a copy of the approved PDS estimate, and consultants certified rates.
10. C&S advertises the project for construction.
11. ECS finalizes the modification.
12. ECS sends modification to Construction Group for signature.
13. ECS encumbers the funds.
14. ECS executes the PDS contract modification and issues NTP to the consultant prior to award of the construction contract.

a – The team can use 0.5% for projects greater than 20 Mil and 1% for projects less than 20 Mil as guideline, but the cost should be based on post design tasks expected for the project.

In addition, a visual flow chart is provided.

The lead contact person for this procedural change is Trent Kelso, Transportation Manager, Project Management Group. He may be contacted at TKelso@azdot.gov or 602-712-8654.

The Project Resource Office (PRO) provides project management support functions to the ADOT Intermodal Transportation Division. For more information, contact PRO at 602-712-7015 or visit us in person at 205 S. 17th Ave., Phoenix, room 297.

POST DESIGN SERVICES NEW PROCEDURE

